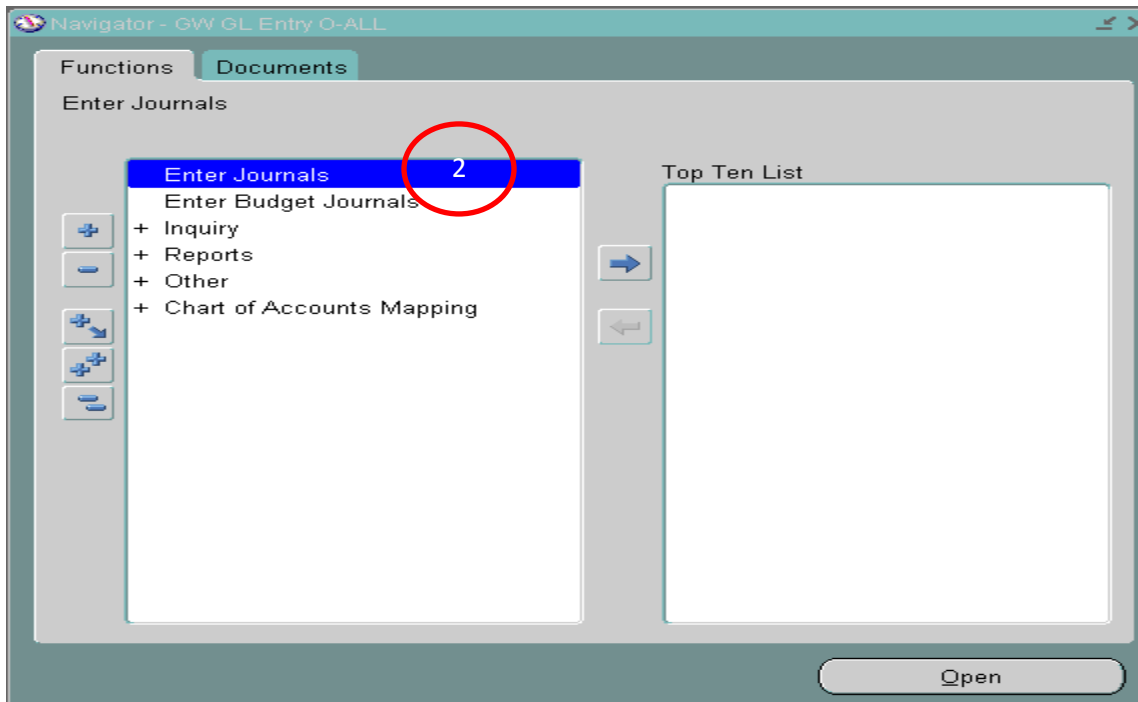


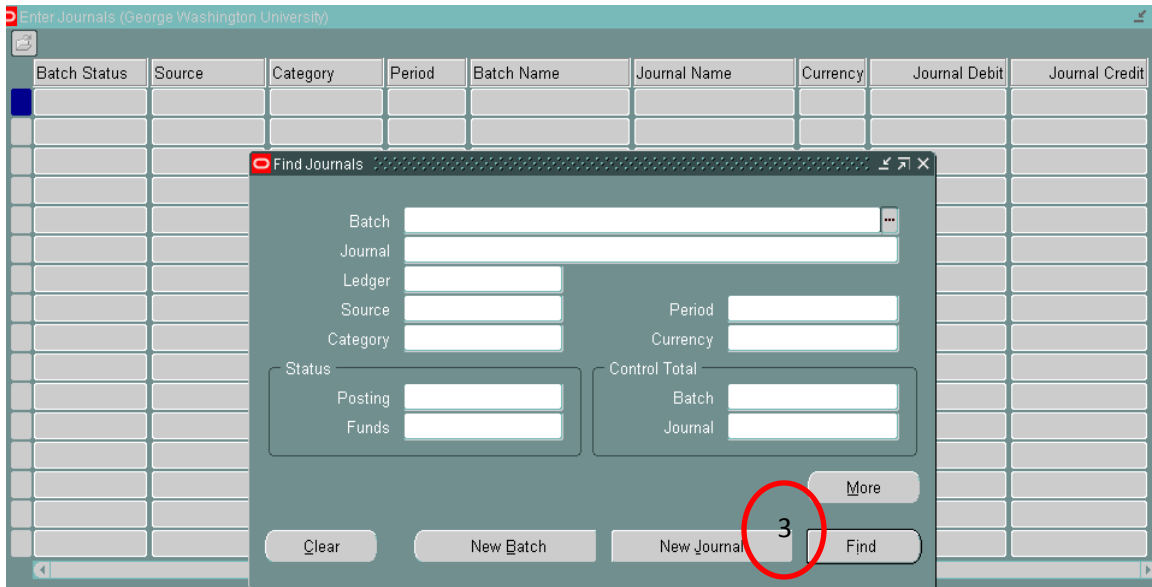


Preparing a Cash Credit Card Journal In EAS

Preparing the Cash Credit Card Deposit



1. Select a GW GL Entry Responsibility
2. Double Click: Enter Journals



3. Click: New Journal

Journal: Manual 1778512 12-JUL-2016 16:14:27

Description: j cage_61234_Enterprise Hall To record fees

Ledger: George Washington

Period: Jul-16

Effective Date: 12-JUL-2016

Balance Type: Actual

Clearing Company:

Category:

Conversion: Currency USD, Date 12-JUL-2016, Type User, Rate 1

Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description

Acct Desc:

Buttons: Tax, Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

4. Enter Journal Header Description Information:

- Your name, extension, location and brief description
- Click in the Category Field

Note: An automatic Batch Name and journal name appear

Journal: Manual 1778512 12-JUL-2016 16:14:26

Description: j cage_61234_Enterprise Hall To record fees

Ledger: George Washington

Period: Jul-16

Effective Date: 12-JUL-2016

Balance Type: Actual

Clearing Company:

Category: cash

Conversion: Currency USD, Date 12-JUL-2016, Type User, Rate 1

Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description

Acct Desc:

Buttons: Tax, Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

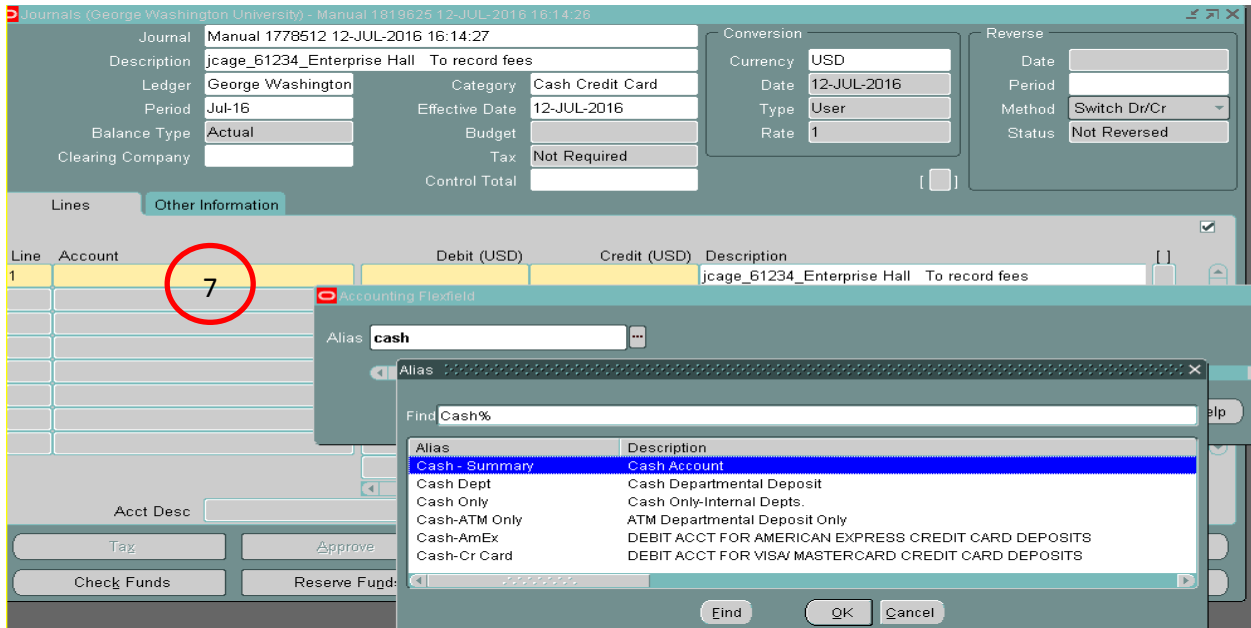
Category	Description
Cash Credit Card	GW Credit Card Receipts
Cash Credit Card Return	GW Cash Credit Card Return/Refund
Cash Departmental	GW Departmental Cash Receipts
Cash Foreign Source Inc	GW Cash Foreign Source Inc
Cash Only Internal Dept	GW Cash Only-Internal Departments
Cash Smmyr Remote Deposit	GW Cash Summary Remote Deposit
Cash Stdnt Remote Deposit	GW Cash Student Remote Deposit
Cash Student	GW Cash Student
Cash Student Credit Card	GW Cash Student Credit Card
Cash Student Lbx	GW Cash Student Lockbox
Cash Summary	GW Cash Receipts Summary

5. Type the word "Cash" in the Category filed and press the Tab key

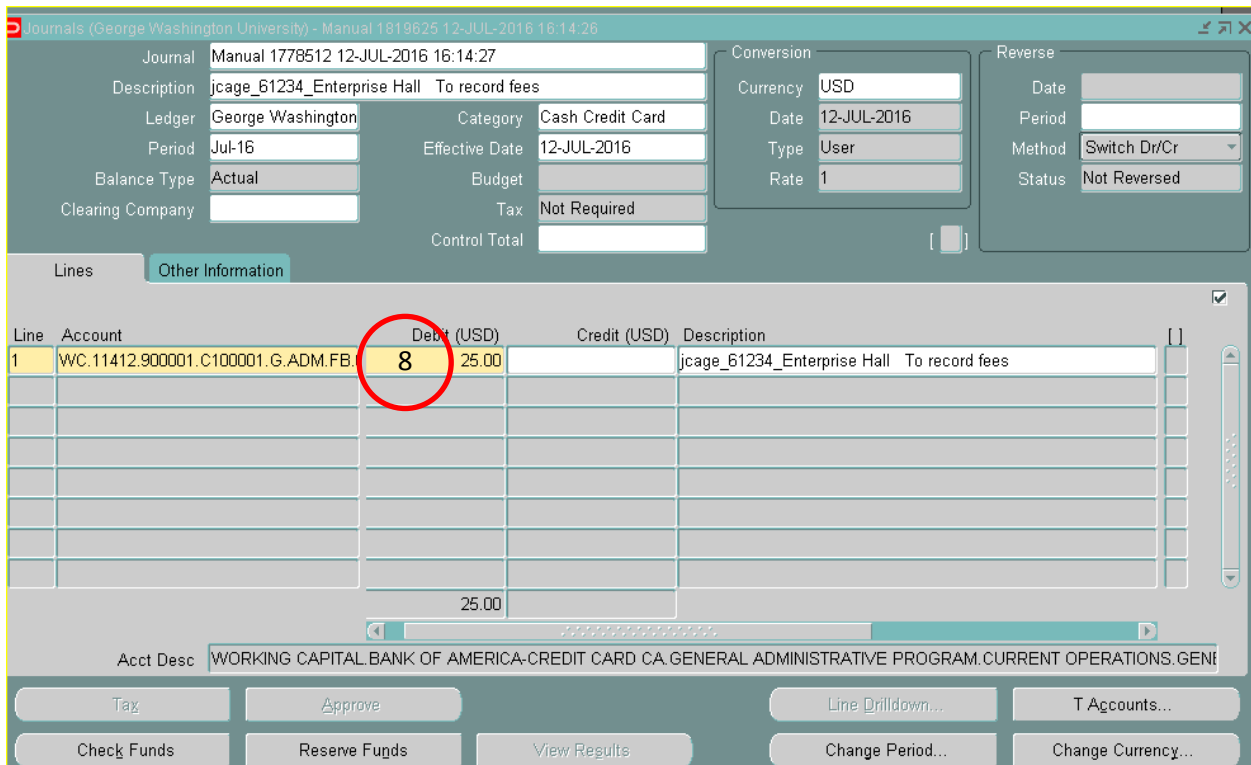
- A list of categories for Cash appear
- Select Cash Credit Card and Click OK

6. The journal header is complete. You are now ready to enter the line information for your deposit
 - Enter Line 1, press Tab key to the Account field
 - Press CTRL and L keys to bring up the alias box or click the box with the 3 dots to bring up the alias box
 - Type the word “cash” and hit the Tab key

Note: The journal description populates in the line description



7. A list of cash alias will appear, select Cash-AmEx (American Express) or Cash- Cr Card (Visa/Mastercard), and click OK. Then Click OK at the Alias window. The full accounting string for the cash account is populated.

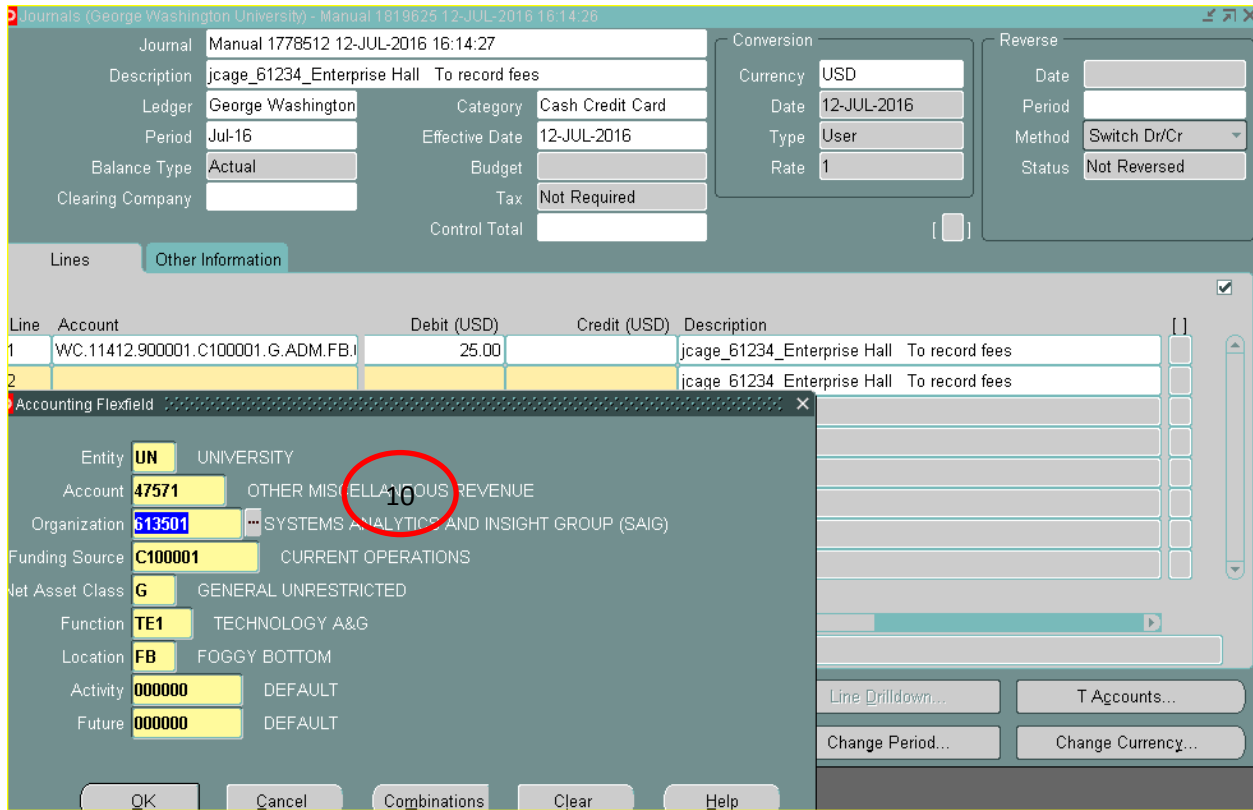


8. Enter the total dollar amount of deposit in the debit column

The screenshot displays a financial journal entry form. The top section contains metadata such as 'Journal: Manual 1778512 12-JUL-2016 16:14:27', 'Description: jcage_61234_Enterprise Hall To record fees', and 'Ledger: George Washington'. The 'Conversion' section shows 'Currency: USD', 'Date: 12-JUL-2016', and 'Type: User'. The 'Reverse' section includes 'Date', 'Period', 'Method: Switch Dr/Cr', and 'Status: Not Reversed'. Below this is a table with columns for 'Line', 'Account', 'Debit (USD)', 'Credit (USD)', and 'Description'. Line 1 has a debit of 25.00. Line 2 is highlighted in yellow and has a red circle around the number '9'. An 'Accounting Flexfield' dialog box is open, showing an alias of '613501'. At the bottom, there are buttons for 'Tax', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'.

9. Enter Credit information on Line 2

- You are ready to enter the next line of information, Enter Line, 2 and Tab to Account field
- Press CTRL key to bring up alias box or click the box with the 3 dots to bring up the alias box
- Enter the alias (index), Click OK



10. At the Accounting Flexfield window, enter the natural account to credit, then Click OK

Journals (George Washington University) - Manual 1819825 12-JUL-2016 16:14:26

Journal: Manual 1778512 12-JUL-2016 16:14:27

Description: jcage_61234_Enterprise Hall To record fees

Ledger: George Washington Category: Cash Credit Card

Period: Jul-16 Effective Date: 12-JUL-2016

Balance Type: Actual Budget: []

Clearing Company: [] Tax: Not Required

Control Total: []

Conversion: Currency: USD Date: 12-JUL-2016 Type: User Rate: 1

Reverse: Date: [] Period: [] Method: Switch Dr/Cr Status: Not Reversed

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11412.900001.C100001.G.ADM.FBJ	25.00		jcage_61234_Enterprise Hall To record fees
2	UN.47571.613501.C100001.G.TE1.FB.00		25.00	jcage_61234_Enterprise Hall To record fees

Enter Journals: Captured Information

Foreign or US? **11** ...

Name of Country: []

Foreign Source: []

Foreign Source Name: []

Payment Type: []

Receipt Type: []

Contract Start-Date: []

Contract End-Date: []

Restriction: []

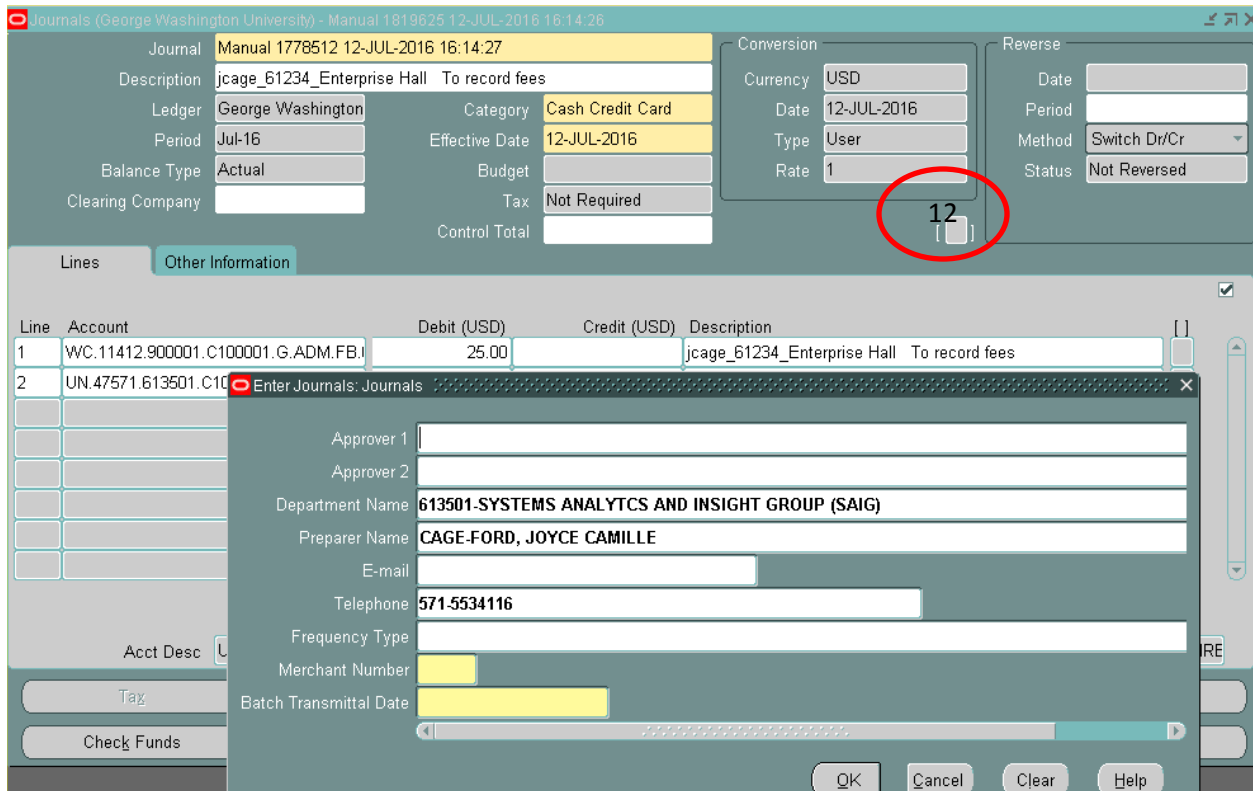
Restriction Description: []

Buttons: T Accounts..., Change Currency...

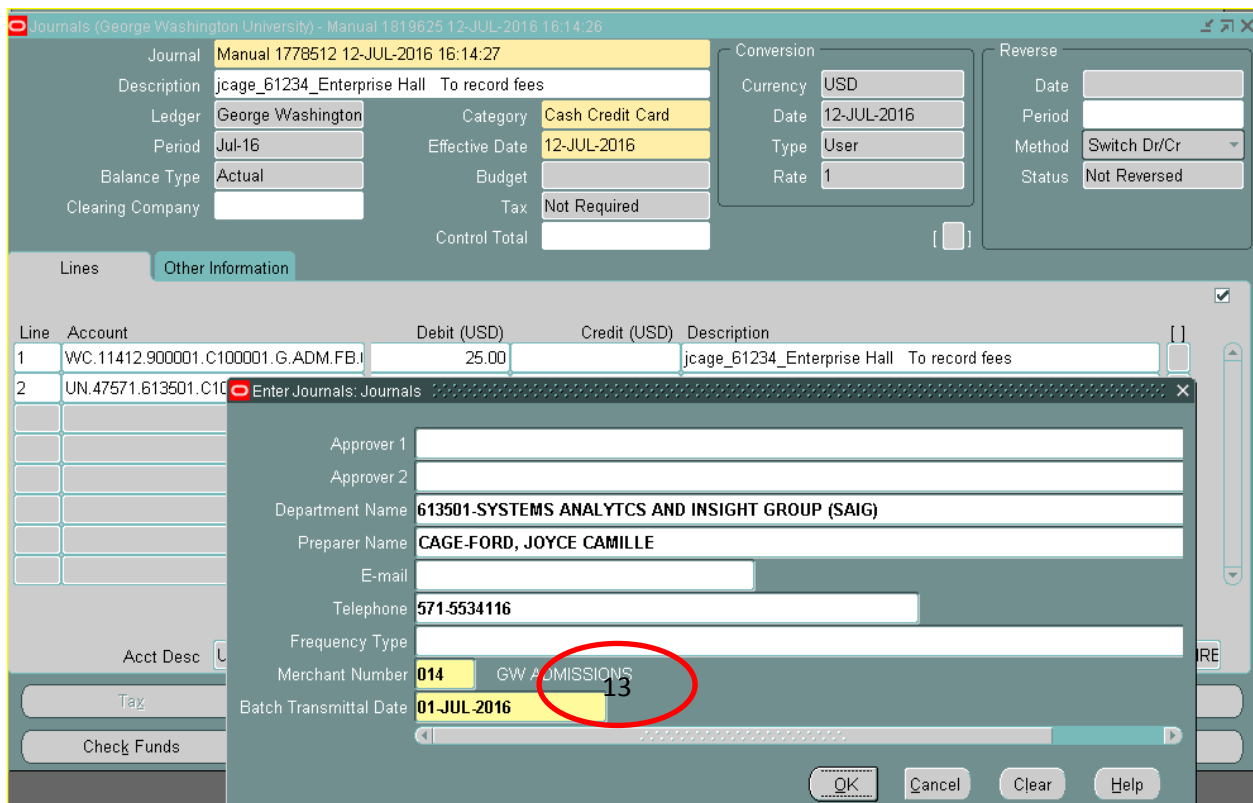
11. Enter credit amount

- The journal description populates the line description; you can append additional information to the line description by clicking in the field to type.
- Additional journal lines can be added for the credit amount, if necessary
- Debit (s) and Credit (s) must equal
- Click OK.

Note: The account display is for Miscellaneous Revenue (47571), an HEA account which has enabled a descriptive flexfield box to appear that requires the input of additional information. If HEA account is used, please complete the fields. If a non-HEA account is used the box is not enabled.

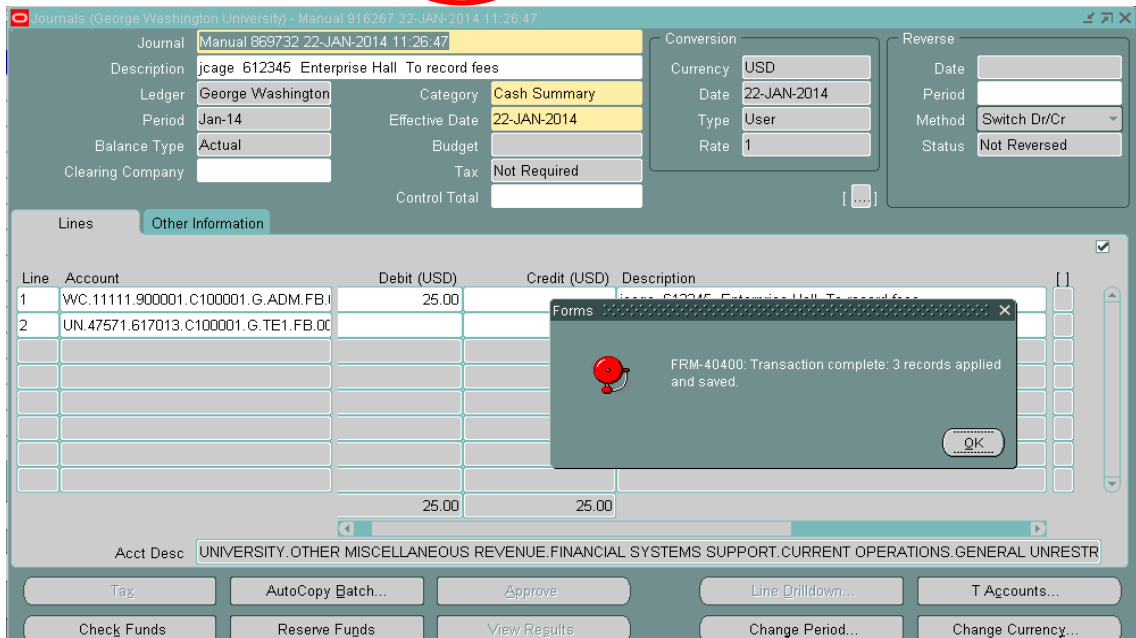
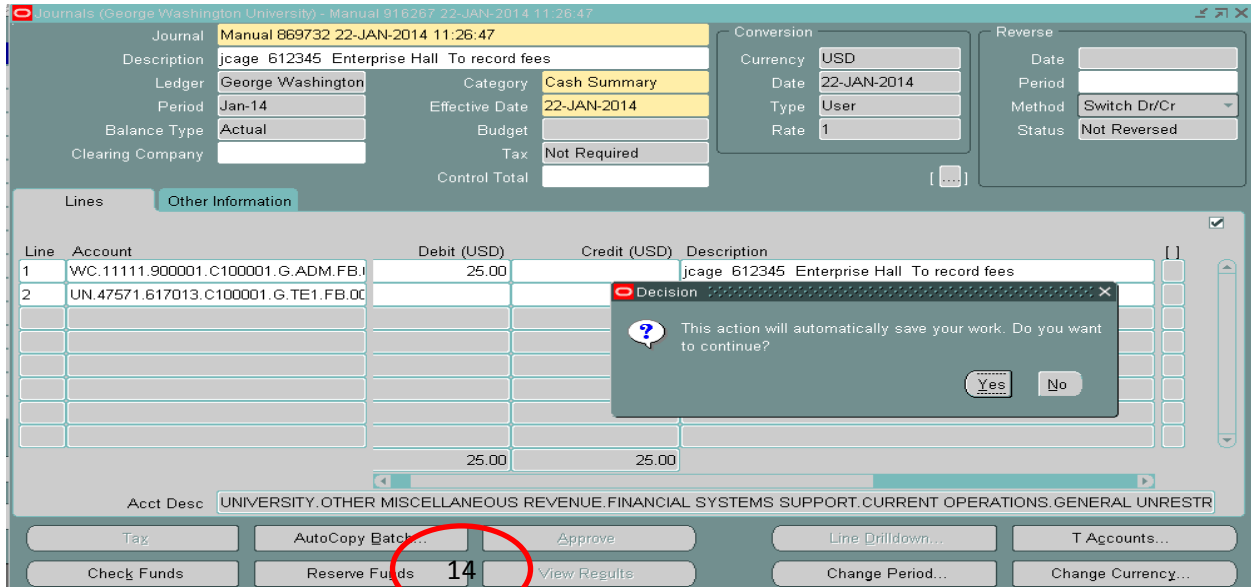


12. Click the square box surround by brackets. The Enter Journals: Journals window appears.



13. Enter Merchant Number and Batch Transmittal Date.

- Use CTRL and L keys or 3 dots box (list of values) to select appropriate Merchant Number
- Enter the Batch Transmittal Date (dd-mon-yyyy)
- Click OK



14. You are back at the main Journal form and ready send the journal for approval.

- Click Reserve Funds, if you have not saved your journal contents through the creation process, a Decision box will appear (This action will automatically save your work. Do you want to continue? Yes or No.

- Select Yes.
- The system will inform you on the number of records saved

The screenshot shows a financial software window titled "Journals (George Washington University) - Manual 916267 22-JAN-2014 11:26:47". The interface includes several input fields for journal details:

- Journal:** Manual 869732 22-JAN-2014 11:26:47
- Description:** jcase 612345 Enterprise Hall To record fees
- Ledger:** George Washington
- Category:** Cash Summary
- Period:** Jan-14
- Effective Date:** 22-JAN-2014
- Balance Type:** Actual
- Budget:** (empty)
- Clearing Company:** (empty)
- Tax:** Not Required
- Control Total:** (empty)

Additional settings include:

- Conversion:** Currency USD, Date 22-JAN-2014, Type User, Rate 1
- Reverse:** Date (empty), Period (empty), Method Switch Dr/Cr, Status Not Reversed

The main area displays a table with columns: Line, Account, Debit (USD), Credit (USD), and Description. Two lines are visible:

Line	Account	Debit (USD)	Credit (USD)	Description
1	WVC.11111.900001.C100001.G.ADM.FB.J	25.00		jcase 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.OC		25.00	

A pop-up message box is overlaid on the table, stating: "Your transaction(s) passed funds reservation." with an "OK" button.

At the bottom, there are several buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., and Change Currency...

15. The journal is complete

- Then you receive a note that funds passed funds reservation. Click OK

Note: If you need to change the effective date, Click **Unreserve Funds**. A Note box will appear let you know the funds have been unreserved.

Journal: Manual 869732 22-JAN-2014 11:26:47

Description: jcase 612345 Enterprise Hall To record fees

Ledger: George Washington Category: Cash Summary

Period: Jan-14 Effective Date: 22-JAN-2014

Balance Type: Actual Budget: Conversion: Currency: USD Date: 22-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		jcase 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	Note
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

Buttons: Tax, AutoCopy Batch..., Approve 16, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Modal Dialog: Your journal batch was forwarded to an approver. OK

16. Click Approve tab. A note will appear letting you know that the journal batch was forwarded to an approver.

The journal has been forwarded to the University Accounting Services (UAS) for review, approval and posting.

EOM